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S&amp;T-2501-74

21 JUN 1974

MEMORANDUM FOR: Associate Deputy Director for Management and Services

SUBJECT: Agency Newsletter

REFERENCE: ADD/M&S memo 74-158 dated 3 May 1974

Dear Jack:

1. The returns are in from our offices regarding your Agency newsletter idea, and there is a general consensus that our contributions would be extremely limited, if not nonexistent. Because of the nature of the operational and support work conducted by some offices and the classification and clearance problems involved with projects in the other offices, we would be hard pressed to come up with any items reflecting the interesting parts of our program.

2. At the same time, this is not to say that the concept of an Agency newsletter would not have merit if it covered the areas of management and support along the lines included in the sample draft. Items of general interest to a broad population could enhance communications within the Agency and would be of special interest to our personnel at overseas installations. However, any DD/S&T contributions would be confined to the same types of items, such as physical and organizational changes, personnel shifts, etc.



STAT

Jack -  
I have attached two  
copies of an NPIC  
Newsletter which seems  
to me to be pretty  
good.

Sayre Stevens  
Associate Deputy Director  
for  
Science and Technology

STAT

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NPIC Approved For Release 2003/04/29 : CIA-RDP84-00780R006300160002-6

25X1

*how about that . . . .*

18 April 1974

Flex-Time -- Status Report

ILLEGIB

Three areas have been working flex-time on an experimental basis for the past three months --

Preliminary reports indicate that those individuals working the flex-time hours would like to continue doing so. The managers with whom I spoke were enthusiastic about the program and don't think it has created any problems. They feel that there has been no decrease in productivity but rather in some cases productivity increased.

One manager said that tardiness was virtually eliminated. His employees often worked more than eight hours on their own. ESD felt they could give better and more timely support. Life styles were enhanced. Traffic problems could be avoided -- resulting in more free time and less gas consumption. Employees were able to participate in more activities (such as night school and family activities) due to fewer schedule conflicts....

Support Staff, as well as others, will now look at the results of this trial program to determine whether flex-time should be adopted in other components of NPIC.

Future Space Shifts

25X1  
In May [ ] is scheduled to be completely moved from their 6th floor (south) space. Renovation will then start on that area, and will be completed in stages into 1975. The Library, Print Shop (and other units) will be relocated in the old [ ] area. A whole series of space shifts will be taking place starting this Fall -- (a future Newsletter will have details).

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Reorganization

25X1  
Effective Monday, 25 March, the new Programs Analysis Division (PAD) was created in TSG to evaluate aspects of photo reconnaissance collection and exploitation programs. [ ] is Chief of the new Division and Col. [ ] is the Deputy Chief.

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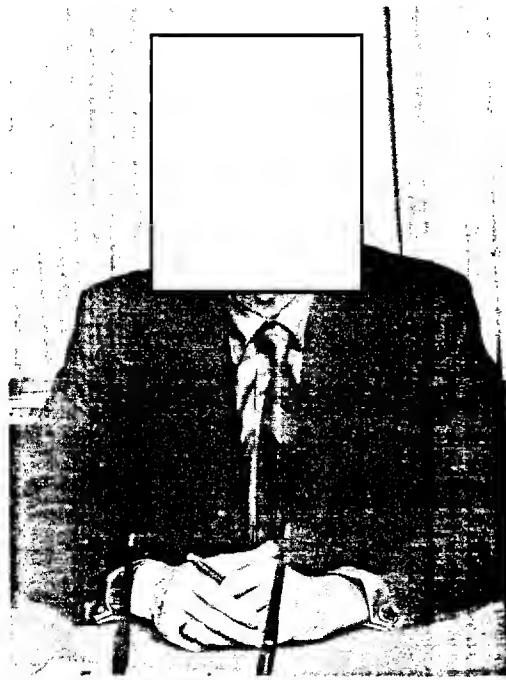
Planning Staff has been disestablished, but budgeting is assigned to the Executive Officer, NPIC [redacted], his profile was in the February Newsletter). Planning Staff personnel and certain TSG personnel have been assigned to the new Programs Analysis Division.

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25X1  
Know Your Manager - [redacted]

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25X1  
In 1949 [redacted] left his GS-01 position at the Department of Agriculture to work for the CIA because in his words "it sounded sexy" but more importantly because he'd be hired as a GS-02. This was the first of his many overseas assignments that took him from the Far East to Europe and back again over a period of 22 years.



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During his entire career, Mr. [redacted] has distinguished himself both at Headquarters and in overseas stations where the support problems are sometimes strange and often call for quick decisions. In NPIC he found that support efforts were directed more towards long range planning and programs to provide the intelligence community with a more efficient and effective organization. The pace here is a little less hectic and the problems sometimes complex, but Mr. [redacted] outstanding administrative ability and diplomacy have been equal to the task.

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25X1  
When he leaves the building, Mr. [redacted] goes home to his wife of 21 years, [redacted] his two children, [redacted] and his mini-zoo, three cats and two dogs. He relaxes by working on his stamp collection and by taking an occasional fishing trip, but he's also interested in more strenuous activities. Next to allocating parking permits, Mr. [redacted] favorite sport is bowling; however, he's flexible. This year he will be on the playing field giving the [redacted] softball team a lot of 'support.'

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What does his secretary have to say about him? -- "He's fan-tab-u-lous!" What motivated [redacted] to become a GS-16 after starting at the bottom? Perhaps he's fighting the same battle as "A Boy Named Sue!" His Drink -- Bourbon.

- Gina -

How Has the Parking Permit Redistribution Affected You???

25X1  
The following articles view the current parking situation from different positions. What are your comments? Is the current parking situation an improvement? A cop-out? How could it be done more fairly or effectively? Put your thoughts on the last page - let me hear them! As many of you know, I sit outside of the Chief, Support Staff office to hear what they are up to. I can then snitch on them in the Newsletter... My report -- [redacted] and others spent three frustrating weeks trying to make the current parking situation fair and equitable under Federal rules and regulations.

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The Parking Situation as [redacted] Sees It

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The redistribution of parking permits is now behind us; and hopefully, those of you who were affected are now settled into your new spaces. I think it is important to remember that the whole purpose of this redistribution of parking was intended to encourage the formation of carpools. To this end I think we have been successful even though it has resulted in less convenient parking for many non-carpool participants. To illustrate, a parking survey conducted in January 1973 indicated that less than [redacted] personnel were riding in carpools. In January 1974 carpool participation had increased to approximately [redacted] personnel. Finally, the redistribution of permits in early April revealed that [redacted] personnel are now riding in carpools.

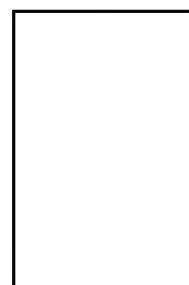
The following figures may be of interest:

Questionnaires received

Carpools formed

Carpool riders

Number of personnel accommodated in parking spaces exclusive of "C" lot



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I realize that figures often lie and liars figure - but from the above it appears that all [redacted] personnel who currently drive to work and want protected parking are being accommodated in one of our several parking areas. Furthermore, from early indications it appears that open "C" lot parking has been effective in handling carpool members who must drive separately on a given day.

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I want to thank each of you for your cooperation and patience during this period of readjustment.

Sound Off: The Parking Situation as a Reader Sees It

Remember a couple of months ago we waited in gas lines? Remember we damned the oil companies, the Arabs, the federal government, ourselves and anyone or anything remotely associated with gasoline? Remember fearing that EPA would zap us with parking fees if seventy million autos from the suburbs kept dumping seventy-five zillion tons of crud on the city?

So what happened? The Feds say at least 90% of all federally controlled parking will be devoted to carpools. Sounds simple. Should cut at least half the traffic, half the gas consumption.

How have we in [redacted] approached the problem? We have made about [redacted] (not the best, but decent) parking places available to carpools. We have also made it possible for at least [redacted] individuals to still drive to work by themselves and get a protected parking place on federal property!

This parking setup doesn't appear to be in the spirit of the federal regulation much less the spirit of all good Americans sacrificing and pulling together to overcome the energy crisis. In other words -- El Cop Out.

So I submit the following radical plan for your comments and the comments of your readers:

- 1) Close up B & C lots, [redacted] parking.
- 2) Reserve Main and A lots for carpools only with prime spots going to 5 and 6 people carpools.
- 3) Reserve 20 or 30 spaces in the far end of A lot for FPO's, official vehicles and the 10 or less people who work 10 or more hours a day.
- 4) Everybody (including visitors) else -- ON THE STREET.

Welcome

The following people were newly assigned:



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Employee Hospitalization

Both the Office of Medical Services (OMS) and the Office of Personnel (OP) must be informed when an employee is hospitalized overnight for any reason. The purpose of this notification is to insure that the appropriate Agency officials are aware of such hospitalization and will be ready to provide whatever assistance, information, or guidance might be necessary to both the employees and their families on an emergency basis. It is the responsibility of supervisors to be aware of serious health problems of their employees and to notify the NPIC Personnel Branch of all instances of hospitalization. The Personnel Branch in turn is obliged to keep the Office of Personnel updated on all hospitalized employees. The Office of Personnel by maintaining such a current status record is continually alert to possible emergency needs of Agency employees and their families and is, therefore, better equipped to render helpful and effective service when most needed. The following specific information is desired:

Name of hospital  
Date of hospitalization  
Nature of illness/injury  
Prognosis  
Expected date of release  
Expected date of return to duty

Behind the Times!?

The Agency has increased its mileage reimbursement in most cases from 11 cents per mile to 12 cents per mile.

Children's Hospital Thanks You!

We have received a letter from Children's Hospital thanking all of you for your \$1,393.25 Christmas Gift. This money was used to provide improved patient care services.

Nice - Warm - Soft

Our Fine Arts Committee has been doing an excellent job with the recent art displays in the lobby. They made all the arrangements for the present display of art works which were selected for viewing by the NSA Art Club. The displays scheduled for the coming weeks are:

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- [redacted] - 29 April-17 May  
- 20 May-3 June  
- 5 June-17 June

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[redacted] is the delightful better half of [redacted] of Eastern Geographic Division, IEG. When you see her paintings it will be obvious who has the talent in the [redacted]

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A Word or Two from the D.O.P. Panel

Do you wake up in the morning feeling left out of a career because of lack of education, or because of your race or sex. Well, we recommend that you try DOP for relief.

DOP is the acronym for the Director's Opportunity Program, and of course, is sponsored by the Director of NPIC. To assist him, the Director has established the Director's Opportunity Panel which is made up of seven members drawn throughout the Center. The Chairman of the Panel is

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[redacted] (one point for the ladies), other Panel members are [redacted] (that's two points) and Messrs. [redacted] [redacted] (that's five points for the men, sorry ladies). [redacted] (that's a tie) provide needed personnel and EEO guidance to the Panel members.

25X1

Each member of the Panel is committed to the goal of increasing the Center's efforts to provide development opportunities to individuals who for reasons of sex, race, economic, or educational background have lacked professional qualifications or opportunities. The members welcome the opportunity to discuss these goals with any individual in the Center, and just so you know who they are, we are publishing a group photo of the Panel and their telephone numbers.

If you are interested in participating in the program, there will be a vacancy notice describing the new positions to be offered under the Director's Opportunity Program, and any of the members would be glad to discuss them with you.

If you have applied in the past, and were not selected for the program, try again, for the Panel members tell us that many qualified candidates for previous positions have not applied for the more recent opportunities.

QSI's

The following people received QSI's recently:

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Notes from the Career Development Office - Do You Communicate??

A lot of us think we are good communicators. We make a point of asking for other people's ideas and opinions. But sometimes the way we ask a question turns people off and makes their answer meaningless. There are several techniques that are helpful to remember and use if you want to communicate effectively. Three of these techniques are:

1. Open Questions - An "open" question asks for an honest answer and does not tell the person you're talking to what your opinion is. For example, instead of asking things like "I think he's right, don't you?" or "You certainly agree with him, right?," ask questions like "What do you think of ...?" or "How do you feel about...?" Open questions show that you really want an honest opinion. They draw people out rather than turning them off.

2. Directive Questions - These are questions that ask for more information on a specific point, often when there is some disagreement between the speakers. Used properly, they can direct someone to an area of agreement; for example, an employee objects to a task you have given him because he thinks it will take too much time. You could say, "I know it's a lot of work when you try anything new. Do you think it will take so much of your time after you get the hang of it?"

3. Reflection - This is repeating in your own words what you think someone is saying. The key to this is careful listening. With this technique you can avoid misunderstanding what someone has said. It is a good way to avoid argument because it allows you to respond without rejecting or accepting an idea. And if his comments haven't made sense, the speaker can often see an error better when his ideas are expressed by you.

We talk a lot about the need to communicate. Failures are always blamed on someone else. How do you rate yourself on use of these three techniques?

Cafeteria Patrons - A Reminder

Because of the increasing cost of replacing trays, dishes and silver, the cafeteria manager is appealing for a speedy return of these items that should not be removed from the cafeteria. We realize everyone intends to return dishes, trays and silver promptly, but it's easy to forget. Your cooperation will be greatly appreciated and will help keep the cost of cafeteria food down. As you know, the cost of replacing such equipment is usually passed on to all of us in the form of increased prices.

Suggestion Awards

The following people received suggestion awards for their ideas:

|     |             |
|-----|-------------|
| SS  | \$50.00     |
| IEG | Certificate |
| PSG | \$25.00     |
| IEG | \$35.00     |

Take a Train to Work from Virginia???

[redacted], formerly of TSG now of ODE/DD/S&T, submitted this item of interest.

## Commuter Rail Service

"Commuting to Washington, D.C., is a serious problem for residents of Lake Braddock and neighboring communities. Clogged streets and highways, crowded buses, and the continuing fuel shortage all combine to make commuting to work a serious problem.

Springfield District Supervisor John Herrity has suggested that one means of relieving the commuting problem would be to establish a commuter rail service. Other metropolitan areas have successfully used existing railroad lines for a commuter service and Supervisor Herrity suggests that such a commuter service could be operated by the Southern Railway which runs through downtown Burke, Virginia.

Mr. Herrity reports that the Southern Railway has agreed to operate a pilot project on the condition that Federal, State, or local transportation agencies underwrite any possible deficit. Federal and State funds are being sought to support such a pilot project.

The pilot project, as presently envisioned, would utilize one train accommodating 300-500 passengers which would originate in Manassas and stop at Clifton, Burke, Alexandria, and Union Station. The possibility of an additional stop at L'Enfant Plaza is under consideration. The proposed round trip fare from Fairfax County would be between \$3 and \$4 per day.

Mr. Herrity would like to know how many Lake Braddock residents would be interested in using such a commuter rail service. Interested residents are asked to call Mr. Herrity's office at 451-7570 or write him at 6623 Backlick Road, Springfield, Virginia 22150."

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NPIC Newsletter from the Director's Staff

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If You Have One of Those Days (One of Those Bosses) Don't Take It Out  
on the Typewriter

25X1 Please return all broken typewriter elements (removable ball) to  
[redacted] Supply Office, Room 1-S-400. The IBM repre-  
sentative will replace defective elements at no cost.

Please handle the typewriter elements with care since they will  
not be replaced on a no cost basis if damage is not related to fair  
wear and tear.

25X1 [redacted] Honor Grads

25X1 The following three people were honored for being in the top 10%  
of the [redacted] PI Class, 3 October-20 December 1973:



The following five were honored by NPIC for achieving final grades  
above 90%:



These eight swept first thru seventh plus ninth in the class -  
the best record ever by NPIC'ers in the [redacted] class.

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25X1 Incidentally, the [redacted] class has discontinued its one week  
visit to the D.C. area.

COMMENTS/QUESTIONS/IDEAS

NAME \_\_\_\_\_ GROUP/BRANCH \_\_\_\_\_ PHONE \_\_\_\_\_

Do you want your name kept confidential?

SPECIFIC QUESTIONS

1. PARKING COMMENTS

How can the parking situation be improved?

2. WHO WILL WIN THE NPIC SOFTBALL CHAMPIONSHIP?

|         |       |        |       |           |       |         |       |
|---------|-------|--------|-------|-----------|-------|---------|-------|
| DOM's   | _____ | TIGERS | _____ | BOOZERS   | _____ | ROCKETS | _____ |
| ANIMALS | _____ | RUBES  | _____ | STREAKERS | _____ | *       |       |
| LARKS   | _____ | GNATS  | _____ | COUGARS   | _____ |         |       |

\*NOTE: The EGD Flyers have been omitted purposely because everyone knows they can't win without the full-time participation of the IEG Lt. Colonel. Besides, [ ] is aging fast, and last year's Flyers fans have switched to become Streakers' "Fannies." The results of this poll will be published in the next Newsletter.

OTHER COMMENTS (More on above, suggested Newsletter topics, ideas, etc.)

STAT

*how about that . . . .*

28 February 1974

Commuter and Parking Questionnaires

During the past several months, the NPIC Support Staff has been making a concerted effort to collect information on the various commuting methods used by [ ] personnel. The information obtained from the two questionnaires that were issued has been most useful in establishing a factual data base. The excellent cooperation by building employees in this effort is appreciated. The energy crisis has stimulated a renewed interest in car pools, and current data indicates that 48% of our personnel are now in some form of car pool compared with 25% a year ago. In addition, a small number of [ ] parking spaces were recently obtained and issued to personnel with car pools who were without parking permits of any type. With regard to improved public transportation to [ ], contacts are being established with Metro and other transportation officials in an effort to improve this method of commuting. Personnel are encouraged to continue their individual efforts to conserve fuel through the organization of additional car pools and the expansion of existing ones.

Another questionnaire will soon be circulated as a result of a recent Federal decree on parking. The Federal Government has established a uniform policy for the assignment of parking spaces to Federal employees. The purpose is to encourage car pooling. NPIC's parking policies will be changed to comply with these regulations about mid-March.

Pooling -- Cars That Is

As a matter of possible interest and assistance in helping NPIC personnel form more car pools, we have obtained from the north end of the [ ] a current listing of personnel who have indicated an interest in participating in car pools. The list provides name, address, telephone extension, and working hours. A copy will be placed at the NPIC Car Pool Locator Center on the first floor. To call [ ] then the extension.

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Bussing -- The Un-Romantic Kind

Support Staff's effort to look into the possibility of organizing some of our people into large groups to bus it to NPIC died--no popular interest to contract for a bus for an extended period of time at a fairly steep rate.

We are continuing to look into an effort to bus NPIC'ers and others from the train station to the southwest area and the [redacted]

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If anyone needs bus route assistance--routes, schedules, transfer points, cost, etc.--contact [redacted]

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NPIC Cuts

NPIC was cut this fiscal year (1 July 1973-30 June 1974) by 75 CIA positions. Our managers have been laboring to identify where the losses should be taken and have now notified those employees whose jobs are affected. Through belt-tightening reorganizations and attrition the number of our people affected by the reduction has been reduced to a fraction of the ceiling cut. Lithographics Services in PSG was hit the hardest.

These reductions are difficult for all concerned. The Newsletter will feel this loss since some of those who will be leaving are good friends and have done such an excellent job printing the Newsletter.

F.A.C.

The Fine Arts Committee needs additional members to carry out many of its projects. A knowledge of art is desired but not necessary. Some of the projects the Fine Arts Committee will be involved in are: selecting colors for the walls and rugs of selected areas; displays in the Lobby; and more. At Christmas they have the Door Decorating Contest. They painted the murals on the walls in SGD, etc. What color would you like to have the exterior of NPIC painted this spring? [redacted] has suggested Canary Yellow. If we do not receive sufficient interest in the Committee some of its activities will have to be curtailed, and the building will be painted Canary Yellow. If you are interested in the Fine Arts Committee let me know, or call [redacted]

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Departures

The following people recently retired from NPIC:

[redacted]

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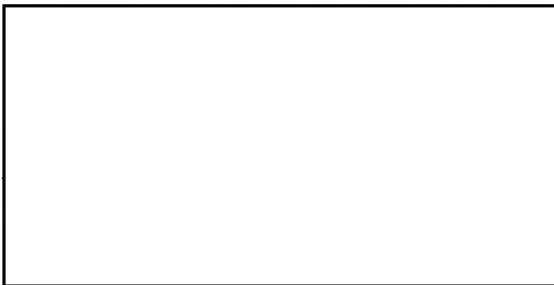
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IMP

We had an excellent response to the notice asking for candidates to start NPIC's management advisory type group, the Imagery Management Panel (IMP). We had many excellent candidates in the middle GS grade levels. The discouraging aspect of the response was that no one under a GS-08 or above a GS-13 responded. We were looking forward to employees in both these categories making contributions to the Panel. We feel that good ideas are not limited to any specific GS or age level. We encourage you to become involved in the ad hoc groups which will be studying specific topics. One of the first topics will be the C.E.R. (Competitive Evaluation Rating). IMP has included a question on the last page for you to answer.

Let's see those of the higher grades working together with the lower and middle grades to make NPIC more effective. Improved communication and understanding should be a by product.

The following persons were appointed to the Panel:



Any of the Panel members will be happy to hear your ideas, suggestions for topics or opinions. They are now looking for topics to discuss and people to study these topics. Get involved in IMP-roving NPIC.

\*Gina was added to the Panel to give the secretaries and lower graded employees representation. She brings a strong New Yawk voice to the Panel for ya all.

A Reminder From Records Management

Well! Here we are again, starting a new year and a new Records Inventory. First, I'd like to thank everyone who took part in last year's Records Inventory for an outstanding job. The total Headquarters [redacted] record holdings were reduced by 4,616.5 cubic feet. Of this, NPIC reduced its holdings by 3,865 cubic feet. "Congratulations."

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NPIC Newsletter from the Director's Staff

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This year's inventory will start sometime in April. Have you cleaned out your file cabinets, desk, etc., yet? Now is the time to start. Less material to count means less work. If you're not sure what material can be sent to the Records Center, kept, or destroyed, please call [redacted]

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Know Your Manager - A New Series

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How often have we heard - who is [redacted] - or I worked in [redacted] for a year before I met my Group Chief? -- Too often. We hope to do a thumbnail sketch on selected managers in each Newsletter in whom you have indicated an interest. To make the interview less painful for the manager - Gina [redacted] has volunteered to do the interviews and write each sketch. Let us know (last page) who you would like to know more about, and what questions you would like answered. Hopefully, you will learn Who's Who and What's What among the managers.

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A Thumbnail Sketch - [redacted]

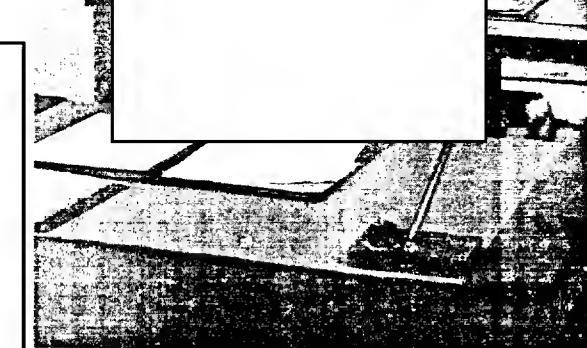
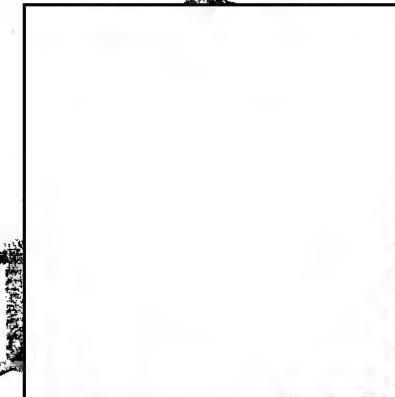


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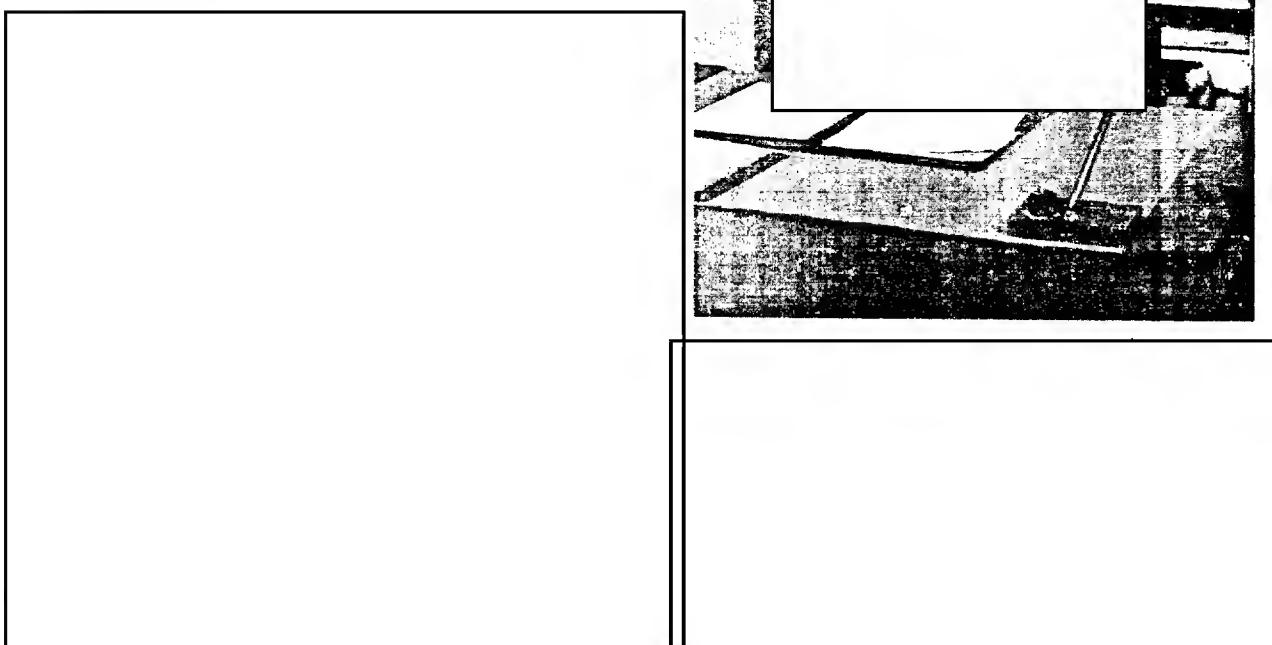
[redacted] in addition to his present position as Chief, Planning Staff, was appointed as the NPIC Executive Officer in January 1974. In this new position, Mr. [redacted] provides support to the Director and Deputy Director in the efficient accomplishment of their responsibilities.

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adeptness by quickly picking up the language. Returning to NPIC, Mr. [redacted] served the NPIC Planning Staff in various positions and in 1971 was appointed Chief. A background like this and his quietly confident and competent manner made him an ideal candidate for the position of Executive Officer.

25X1

- Gina -

"Ripped Off"

Do you think it is possible to lose or misplace a \$400.00 hand calculator? If your answer is no, please think again because we have lost or misplaced two Hewlett Packard HP-35 hand calculators which cost \$395.00 each.

If you have any information which will lead us to the current location of these calculators, please call Logistics on extension [redacted] Obviously, we cannot offer a reward but we may be able to avoid charging someone for the losses.

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Letter from the Editor

Dear Anonymous:

Thank you for all the interesting items you have been submitting to the Newsletter. We would like to share them with the entire building; but unless I know who you are, they cannot be published. If you want your name kept confidential, all you have to do is say so. You can be assured that your secret is safe with me.

- Jon -

Do You Want to Teach?

If teaching is what you always wanted to do but never had time to try, this may be your opportunity. The Training Branch is looking for instructors to teach for the University of Virginia in the after-hours course program held at [redacted] and Headquarters. If you have a Master's Degree and are interested in teaching undergraduate courses, please contact either [redacted]

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Beware the Training Pitfalls

Are you taking college courses after hours? We're glad if you are--but offer a word of advice. If you're taking a course just because you're interested--no problem. If you're taking a course for credit toward a degree, remember that credits are applied to a degree at the discretion of your school. What this means is that to be sure your course will be counted toward a degree in a particular field, you should consult a counselor at the school where you plan to get your degree. If you have any questions or problems, advice is available in the Training Branch, Room 6N500.

Too Hot - Too Cold - Too ....

As many of you are aware, NPIC has initiated various measures to conserve energy--no heat, too much heat, no lights, etc. Over the past 60 to 90 days we have reduced our electrical power consumption by 15.2%. This is pretty good considering the fact that a 3-5% increase was expected. Steam is of course our greatest source of energy, but unfortunately up until now we could not measure our conservation efforts. A consumption meter has just been installed, so all future savings can be measured.

With summer on the way, when we normally use our greatest amount of energy, things may get worse. Thanks to a new Federal regulation, which states that during the summer months temperatures in government buildings may not be cooled below 80-82%, we are all facing a long, hot summer. Hopefully, certain of our areas may be exempted for technical or special reasons. Send to me any suggestions you may have on this topic! How about: A temporary pool on the roof? Earlier work hours? Bikini's and Monokini's allowed in the afternoon? ...Your ideas??

SECRET

NPIC Newsletter from the Director's Staff

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COMMENTS/QUESTIONS/IDEAS

Name \_\_\_\_\_ Group/Branch \_\_\_\_\_ Phone \_\_\_\_\_

Do you want your name kept confidential?

Specific Questions

1. Know your manager -- who would you like to know more about?

What would you like us  
to ask him? \_\_\_\_\_

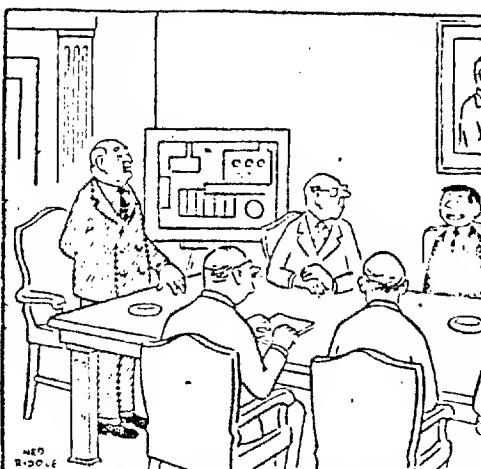
2. For the IMP Panel -- Would knowing your competitive rating  
against personnel at your grade level be useful to you? \_\_\_\_\_

3. What subjects do you think IMP should look into? \_\_\_\_\_

4. Are you interested in the Fine Arts Committee? \_\_\_\_\_

Other Comments (More on above, Newsletter topics, ideas, etc.)

What it's like to be an "Assistant To"



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"We need an objective viewpoint. I've invited to our meeting today an employee who doesn't have, nor will ever have, a piece of the action."

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